

City of New York
CIVILIAN COMPLAINT REVIEW BOARD
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Stock Worker

Title Code: 12200

Office Title: Stock Worker

Agency Division: Operations

Work Location: 100 Church Street, 10th Floor., NYC

No. of Positions: 1

Salary: \$15.44 (Hourly)

****THIS IS A PART TIME POSITION, 28 HOURS PER WEEK WITH A 1 YEAR COMMITMENT FROM DATE OF APPOINTMENT****

Under direct supervision of the Director of Operations and the DED for Administration, the selected candidate must be able to lift and carry items of 30lbs or more with the assistance of a dolly or hand truck, be detail oriented, have good communication and organizational skills, computer knowledge and a professional attitude.

JOB DESCRIPTION

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

Lifting and carrying items of 30lbs or more.

Installing or assembling all furniture items.

Packing, unpacking, counting and measuring all materials, supplies and equipment.

Loading and unloading at the point of pick up, delivery and/or distribution utilizing the necessary equipment to complete assignment.

Keep storage facilities and materials, public areas and work spaces clean and orderly.

Provide clerical support ie. phone coverage and scheduling responsibilities as needed.

QUALIFICATIONS

There are no formal education or experience requirements for this position.

Preferred Skills

Applicants for this position should possess the following skills; The applicant needs to have the ability to safely lift and carry 30 pounds, the ability to follow written and verbal instructions, the ability to demonstrate strong customer service, at least six months stock worker experience in an

office environment or equivalent and needs to be able to communicate effectively with all CCRB staff and outside personnel.

It is preferred that the applicant have completed at least one semester of college.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in this title who have worked for the City for two continuous years, may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO APPLY

CITY EMPLOYEES:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 154528**
- 3)

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 154528**

Post Date: 01/05/2015	Post Until Filled	JVN: 154528
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The City is an Equal Opportunity Employer.